

---

# ☒ BID BOARD NOTICE

**PROCUREMENT ID NUMBER: PHPA-C196**

**ISSUE DATE: February 20, 2015**

**TITLE: Tenders Infant Pre-Toothbrush**

**DUE DATE: Friday, March 6, 2015 / 2:00 P.M.**

---

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL  
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

**Fully Loaded Rate to include all services described in the Description of  
Service and all expenses are not to exceed \$25,000**

---

## **PROCUREMENT METHOD**

Small Procurement – Invitation for bid

**EXPECTED DATE OF DELIVERY:**

April 30, 2015

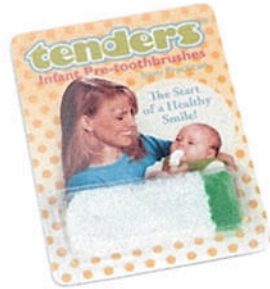
# Maryland WIC Program Specifications: Tenders® Infant Pre-Toothbrushes

---

## Commodity Details

---

**Item:** Tenders® Infant Pre-Toothbrushes (No substitutes)



**Size:** 3"L x 1-1/4"W (one size fits all)

**Description:** Soft, hand-washable, single-finger swab that cleans small mouths before tooth brushing age (infant oral care)

**Quantity:** -Must be multiples of 144 (due to package requirements of 144/box)  
-Quantity is 105 boxes (15,120 toothbrushes)

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

**Color:** White cloth with blue, pink, yellow, white and green trim at band

**Material:** Machine woven in the USA of 90% cotton and 10% poly trim

**Packaging:** Individual blister packaged with instructions for use.

**Imprint:** Imprint should be located on the back of each individual package. Imprint must be permanent and should not rub or wash off. Artwork will be finalized in collaboration with [lindsay.unitas@maryland.gov](mailto:lindsay.unitas@maryland.gov) of the Maryland WIC Program.

## Sample Requirements

A sample of the exact product, including proposed graphics, must be delivered with bid submission in order to be certain that it meets the above specifications. Also, a sample with the imprint will be required from the selected vendor prior to award.

# Maryland WIC Program Specifications:

## Tenders® Infant Pre-Toothbrushes

---

### Freight Terms

---

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

### Shipping Method

---

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized**.
- **No container shipments shall be accepted.**

### Packaging Instructions

---

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

### Shipment Preparation

---

#### Carton Preparation

- No individual carton to exceed a maximum weight of 20 lbs.
- **MASTER CARTONS are to hold 250 bags which will be comprised of 5 inner cartons that will hold 50 bags. Each master carton will hold one inner carton of each color as mentioned on page 1.**
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
  - Mark the outside of each shipping carton with the WIC purchase order number
  - Item number
  - Product description from purchase order
  - Language of WIC logo imprint (i.e., English or Spanish)
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

## Maryland WIC Program Specifications: Tenders® Infant Pre-Toothbrushes

---

### **Palletized Loads**

- Each pallet shall contain cartons which contain one item number.
- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
  - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
  - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
  - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
  - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
  - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
  - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
  - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
  - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
  - The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

### **Delivery Document Preparation**

---

#### **Packing List**

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list.

Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.
-

## Maryland WIC Program Specifications: Tenders® Infant Pre-Toothbrushes

---

### Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 301-714-2081 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

Maryland WIC Program Specifications:  
Tenders® Infant Pre-Toothbrushes

---

**BID SUBMISSION INFORMATION**

Bidders shall submit an original and one (1) signed copy of the completed Bid Form (page 8). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Bidders shall also submit a sample of the exact product, including proposed graphics as specified on page 2 “Sample Requirements”. The sample product and the SEALED envelope containing the Bid Form, should be placed together in ONE larger envelope as ONE submission. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on both the inside and outside envelopes.

**SUBMISSION DEADLINE**

Bids (with sample) must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. Friday, March 6, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid and one sample is permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building’s security desk for a visiting pass and go to the third (3<sup>rd</sup>) floor, room 306 and ask for Michele Ferges.

\*NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building’s security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039).

\*NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PPHA Procurement. **PPHA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (By e-mail only, no phone calls will be accepted) to the PROCUREMENT OFFICER.

**NO FAX OR EMAIL BIDS WILL BE ACCEPTED.**

Maryland WIC Program Specifications:  
Tenders® Infant Pre-Toothbrushes

---

**PROCUREMENT OFFICER:**

**Michele Ferges**  
Procurement Supervisor  
201 W. Preston Street, Suite 306  
Baltimore, Maryland 21201  
[Michele.Ferges@maryland.gov](mailto:Michele.Ferges@maryland.gov)

**ISSUING OFFICE:**

**Lindsay Unitas**  
Procurement Specialist  
Maryland WIC Program  
Department of Health & Mental Hygiene  
201 W. Preston Street, 1st Floor  
Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO  
RESPOND TO THIS SOLICITATION**

Maryland WIC Program Specifications:  
Tenders® Infant Pre-Toothbrushes

---

**Bid Form**

**PROCUREMENT**

**I.D. NUMBER: PHPA-C196**

**ISSUE DATE: February 20, 2015**

**Bidder Information:**

Vendor Name: \_\_\_\_\_  
Federal Tax ID (FEIN#): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone/Fax: \_\_\_\_\_  
eMM# \_\_\_\_\_

- \$ \_\_\_\_\_ per box x 105 boxes (144 toothbrushes/per box) = \$ \_\_\_\_\_
- Plus shipping \$ \_\_\_\_\_
- Total cost \$ \_\_\_\_\_ (not to exceed \$25,000)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C196.**

**Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$25,000**

**Attachment:**

- A sample of the exact product, including proposed graphics as specified on page 2 "Sample Requirements".

**BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 2:00 P.M. ON, Friday, March 6, 2015.**

**Important: Do not alter this page.** Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions regarding this Bid Form, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.